

CONFIDENTIAL

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Date: \_\_\_\_\_

MEMORANDUM FOR: Executive Officer, DDP  
Special Assistant, DDI  
Special Assistant, DDS  
General Counsel  
Chief, Regulations Control Staff

SUBJECT: Coordination and Publication of Regulations Acted  
On by the CIA Career Council

1. This will confirm our conversation of recent date concerning the method by which pre-coordination will be carried out on regulations concerning personnel policy that are to be referred to the CIA Career Council. There follows a quotation from the minutes of the 34th Career Council meeting, as amended:

"The Council discussed the problem of coordination and publication of regulations on which the Council had taken action. It was agreed that in the future with respect to all regulations affecting personnel policy that when the draft had been prepared by either the Office of Training or the Office of Personnel it would be circulated to members of the Council sufficiently in advance of the meeting at which it would be acted upon so that the Council might take final action without the necessity for editorial or other revisions being made prior to publication. It would be the responsibility of the Executive Secretary to determine from the members of the Council how much time they and their staffs needed for further study. This would determine the date when it would be placed on the Agenda of the Council. It was further agreed that after the Council had taken action, the proposed regulation would lie open until the following Thursday. If no member of the Council had requested an extension of time beyond the close of business on Thursday the regulation would be sent to the printer on Friday, without fail, in the form as agreed at the previous meeting of the Council."

2. When distribution is made, a deadline for action will be established which will be followed unless an extension is approved by the Council. Time available for consideration will normally be

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three weeks and in no case less than one week unless by direction of the Council. A sample schedule follows:

- 29 November: Distribution of Regulation X for pre-coordination
- 20 December: Regulation X is placed on the Agenda of the Council
- 27 December: The Council acts on Regulation X
- 3 January: Five day waiting period ends
- 4 January: Regulation X is authenticated and transmitted to the printer.

3. In order that the staffs of the Deputy Directors (Intelligence), (Plans), and (Support), the General Counsel and the Regulations Control Staff may have adequate copies for reference the following distribution will be made simultaneously with the copies that are referred to the members of the CIA Career Council:

15 copies to Mr. Bulick, ExO/DDP  
10 copies to [REDACTED] SA/DDI  
4 copies to [REDACTED]  
2 copies to [REDACTED]  
2 copies to [REDACTED] S

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[REDACTED]  
Executive Secretary  
CIA Career Council

**Distribution:**

- 1 - ExO/DDP
- 1 - SA/DDI
- 1 - SA/DDS
- 1 - General Counsel
- 1 - C/RCS
- 1 - 34th Career Council File
- 1 - Chrono

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